



Grosse Pointe Foundation for Public Education (GPFPE)
SEED Grant Application Process

1. Complete a two page SEED grant application. (Please note: Previous grants awarded must have had a final report or update. If not, this current grant will not be considered.)
2. A school administrator **must** sign and approve the application. Original signatures are required by our auditors.
3. Forward application to: Katie Stanley
 stanlek@gpschools.org
 20601 Morningside Rd.
 Grosse Pointe Woods, MI 48236
4. The application will then be sent to the GPFPE grant chairperson and the GPPSS appropriate district Curriculum Director to determine if it is consistent with the district's mental health initiative.
5. If approved by the Curriculum Director, the completed grant request will then be reviewed by the GPFPE Grant Committee for their consideration.
6. Grant Committee recommendations are either decided by Committee (under \$500) or presented at a monthly GPFPE Board meeting for a vote of approval.
7. Applicants will be notified in writing from the GPFPE within 30 days when the grant has been approved, declined or deferred.

If approved by the GPFPE Board:

8. Approved grants will need to be accepted by the GPPSS Board of Education at a regular monthly board meeting.
9. Grant recipients will need to submit a final report form, which is due within 30 days of grant project completion or an annual update for ongoing grants.
10. Visits to the classroom by members of the GPFPE Board to observe grant projects in action, as well as photos and testimonials are all encouraged once the grant project is underway.
11. Recipients will be expected to work with the GPFPE for possible media coverage and publicity.

NOTE: Approved grant supplies, equipment or programs are property of the recipient school. Special circumstances can warrant obtaining building administrator's consent to move any grant materials.